



हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय

Central University of Himachal Pradesh

पोस्ट बॉक्स नं.- 21, धर्मशाला, जिला - कांगड़ा, हिमाचल प्रदेश - 176 215
PO Box: 21, DHARAMSHALA, DISTRICT KANGRA, HIMACHAL PRADESH – 176215
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Employment Notice No. 003 / 2013 dated 24.9.2013

Applications are invited from the eligible candidates for the appointment of Registrar and Finance Officer

❖ Registrar	:	One Post
❖ Finance Officer	:	One Post
Pay Band	:	₹ 37400 – 67000 with a Grade Pay of ₹ 10,000/-
Last Date	:	31st October, 2013
Tenure of Appointment	:	For a period of five years or attaining the age of 62 years, whichever is earlier
Mode of Appointment	:	Direct Appointment or on Deputation
Qualifications / Experience	:	As per UGC Rules

Complete details regarding qualifications, experience, general instructions, etc. are as under:

1. Name of the Post : Registrar

• **Essential Qualifications:**

- Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale.
- At least 15 years' of experience as Assistant Professor in AGP of ₹ 7000 and above or with 8 years' of service in the AGP of ₹ 8000 and above including as Associate Professor along with the experience in educational administration.

OR

Comparable experience in research establishment and / or other institutions of higher education.

OR

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

• **Desirable:**

- Ph.D. in any subject from a reputed institution.
- Experience of administrative practices, human resource management, statutory functions and academic activities of Universities / R&D institutions.
- Experience of handling legal matters.
- Experience of IT applications in administrative matters.

Duration of Appointment:

The post of Registrar shall be filled by direct recruitment or on deputation basis for a period of five years or 62 years of age, whichever is earlier; who shall be eligible for reappointment.

2. Name of the Post : Finance Officer

• **Essential Qualifications:**

- i. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale.
- ii. At least 15 years' of experience as Assistant Professor in AGP of ₹ 7000 and above or with 8 years' of service in the AGP of ₹ 8000 and above including as Associate Professor along with the experience in educational administration.

OR

Comparable experience in research establishment and / or other institutions of higher education.

OR

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

• **Desirable:**

Preference will be given to candidates with M.Com./ M.B.A. (Finance)/CA/ICWA/ SAS and/or appropriate experience of financial management of which 8 years as Deputy Registrar or an equivalent post of a University/Government.

Duration of Appointment:

The post of Finance Officer shall be filled by direct recruitment or on deputation basis for a period of five years or 62 years of age, whichever is earlier; who shall be eligible for reappointment.

GENERAL INSTRUCTIONS

(Employment Notice No. 003 / 2013 dated 24.9.2013)

1. The University reserves the right to withdraw the advertised post at any time without assigning any reason. The right is also reserved with the University either to fill or not to fill the post and its decision in this regard shall be final.
2. Mere eligibility will not entitle any candidate for being called for interview.
3. The University reserves its right to place reasonable limit on the total number of candidates to be called for interview.
4. Stringent criteria may be applied for short-listing the candidates to be called for interview.
5. Minimum requirements of qualifications and / or experience can be relaxed in respect of exceptionally qualified candidates by the Screening / Selection Committee with the approval of the Vice-Chancellor.
6. Higher initial pay may be given to exceptionally qualified and deserving candidates within the rules as notified by GOI from time to time.
7. Reservation Policy will be followed as per Govt. of India Rules. The SC / ST / OBC candidates are required to attach the caste certificate as per prescribed format.
8. Relaxation of 5% in minimum educational qualification prescribed for the post will be provided to SC / ST / Physically Handicapped candidates.
9. The process of selection may be by a written test / presentation / interview or a combination thereof.
10. Application should be accompanied with a non-refundable demand draft ₹500/- for general category and ₹ 125/- for SC / ST and Physically handicapped candidates, drawn in favour of the **Finance Officer, Central University of Himachal Pradesh** payable at **Dharamshala, H.P.**
11. The application duly filled in on the prescribed form must reach the office of the **Vice-Chancellor, Central University of Himachal Pradesh, Post Box: 21, Dharamshala, District – Kangra, Himachal Pradesh – 176 215** on or before **31st October, 2013**. Applications received after this date shall not be considered.
12. The person serving in Central / State Government / Autonomous Bodies (Central / State) may be taken on deputation for a period of five years or 62 years of age, whichever is earlier.
13. The service conditions including pay scales and age of superannuation shall be as per UGC rules / norms.
14. The applicants serving in Government / Semi-Government Organization / Public Sector Undertaking / Autonomous Organizations must send their applications **“Through Proper Channel.”** The applications received without the recommendations of the employers will not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.
15. Candidates shall have to produce original documents at the time of appearing in test / interview.
16. Canvassing in any form by the candidate may lead to cancellation of his / her candidature.
17. Incomplete applications or without relevant supporting enclosures (attested copies of degree / certificates / marks sheets / experience certificate, etc) will be out-rightly rejected.
18. Minimum qualification may be relaxed in case of departmental candidates.
19. The University shall not be responsible for postal delay, if any.
20. The outstation candidates called for interview shall be paid up to 2-AC rail fare.

Registrar